

**CITY OF INDIANAPOLIS**  
**DEPARTMENT OF CODE ENFORCEMENT**  
**Request for Zoning Confirmation Letter**

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone (    ) \_\_\_\_\_ - \_\_\_\_\_

I am formally requesting the following type of letter from the Consolidated City of Indianapolis for the address referenced below:

- ☐ **Zoning Classification Letter**- Legal description required with submittal
- ☐ **Zoning History Letter**- Legal description and scaled site plan required with submittal

Address of Property: \_\_\_\_\_

The letter is to be addressed to:  
(Name and address required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Use of Property:

\_\_\_\_\_  
\_\_\_\_\_

Proposed Use of Property:

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Zoning Classification Letter**

A zoning Classification letter states the current zoning of the property and notification of any zoning or building code violations on the parcel. A Zoning classification does not include any information on possible variances or commitments also on the site. There is an \$80 fee for a Zoning Classification Letter.

**Zoning History Letter**

In addition to the information given in a classification letter a Zoning history letter includes information based on research of zoning and variance petitions as well as permit history pertaining to the property. There is a minimum fee of \$80 for a Zoning History Letter. Additional fees of \$40 per quarter hour will be applied for research after the first half hour.

**DEPARTMENT OF CODE ENFORCEMENT**  
**1200 Madison Ave, Suite 100**  
**Indianapolis, IN 46225**  
**PHONE: (317) 327-8700**  
**[www.indy.gov/permits](http://www.indy.gov/permits)**

**12/2009**